

Job Aid:

How to Create a World Trade Organization (WTO) Intent to Post

This Job Aid shows how to:

Create a World Trade Organization (WTO) Notice of Intent to Post from an approved requisition in COMMBUYS.

Of Special Note:

In compliance with the WTO's [Agreement on Government Procurement \(AGP\)](#), departments seeking goods and services including human and social services valued at more than \$522,000 or construction valued at more than \$7,358,000 must post either:

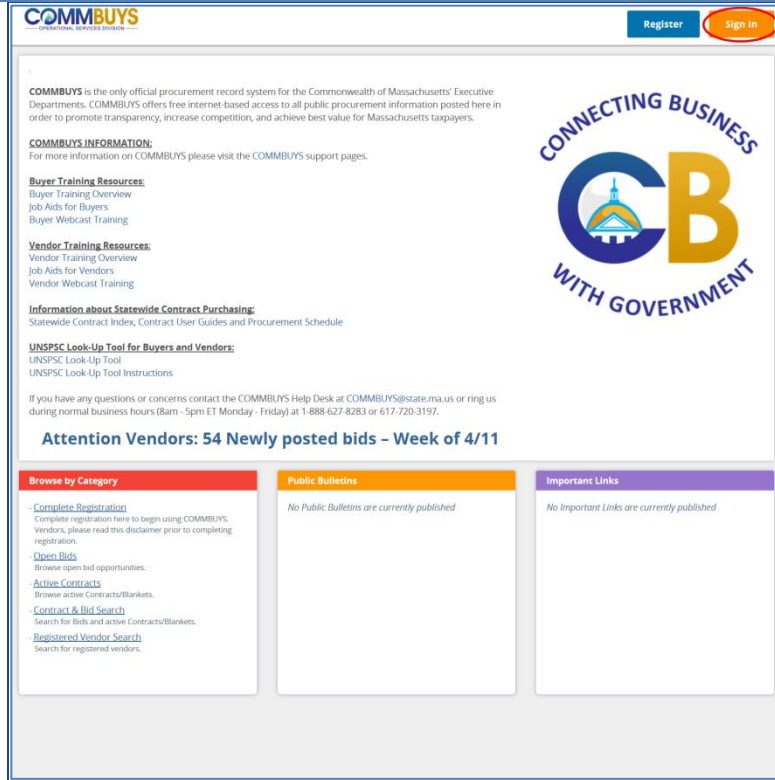
- a) **Full Bid documents and materials** for at least 40 days prior to the Bid Opening Date (in which case, please use a different job aid titled *How to Create a Bid Using a Requisition* or *How to Create a Bid From Scratch*), **or**
- b) **An Intent to Post notice with a later amendment to add the full bid documents and materials** for a combined period of at least 40 days prior to the Bid Opening Date. This is a two-step process:
 - As the first step, departments must create a bid record with the full bid title in the description field and attach the Intent to Post notice as provided in Appendix 1. The title of such a bid record should not include the words “announcement only,” because this field cannot be amended after bid publication.
 - As the second step of the process, departments must amend the COMMBUYS bid record and add the full bid documents to it. A separate COMMBUYS bid record with the full bid documents may not be created.

Goods and services department bids with a total value of \$522,000 or greater require a minimum of (40) days advance notice pursuant to the WTO Treaty on Government Procurement.

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Screenshot

Directions



Step 1: Accessing the COMMBUYS Landing Page

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking on the hyperlink [COMMBUYS](https://www.commbuys.com).
2. Click on the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click on the **Sign In** button.



Welcome to COMMBUYS

Login ID

Password

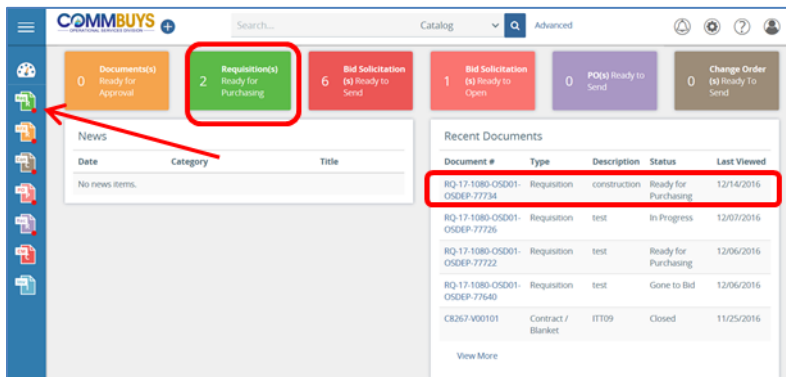
Sign In

Login Assistance

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Step 2: Selecting the Requisition



COMMBUYS

Search... Catalog Q Advanced

Documents(s) Ready for Approval 0

Requisition(s) Ready for Purchasing 2

Bid Solicitation(s) Ready to Send 6

Bid Solicitation(s) Ready to Open 1

PO(s) Ready to Send 0

Change Order(s) Ready to Send 0

News

Date	Category	Title
No news items.		

Recent Documents

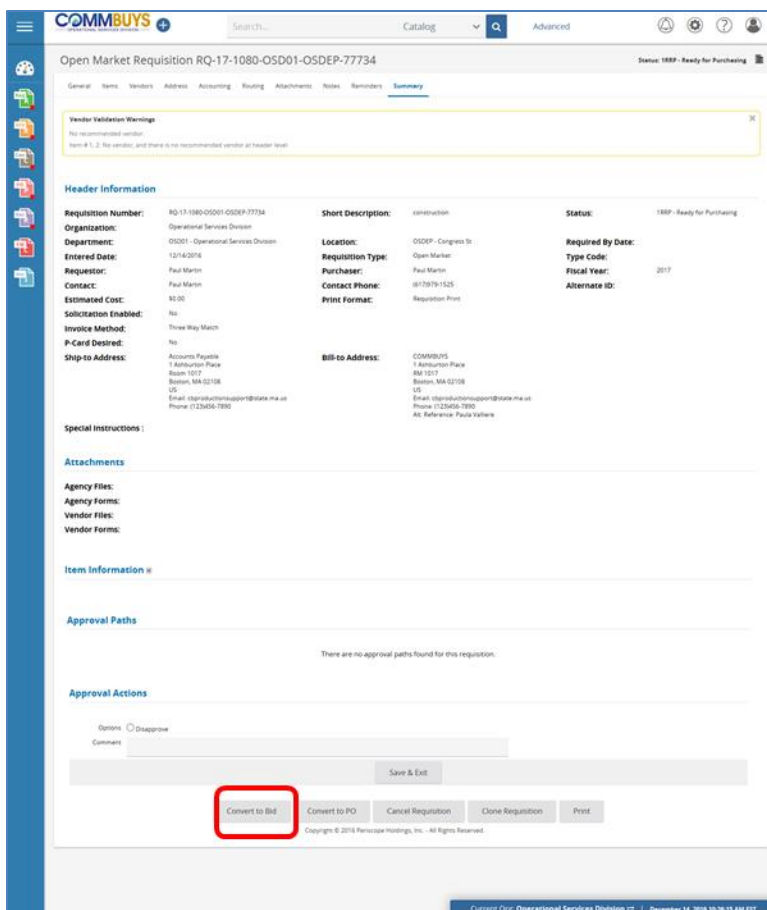
Document #	Type	Description	Status	Last Viewed
RQ-17-1080-OSD01-OSDEP-77734	Requisition	Construction	Ready for Purchasing	12/14/2016
RQ-17-1080-OSD01-OSDEP-77726	Requisition	test	In Progress	12/07/2016
RQ-17-1080-OSD01-OSDEP-77722	Requisition	test	Ready for Purchasing	12/06/2016
RQ-17-1080-OSD01-OSDEP-77649	Requisition	test	Gone to Bid	12/06/2016
CR267-V00101	Contract / Blanket	IT109	Closed	11/25/2016

View More

In the **Recent Documents** box, click on the blue hyperlink of the desired requisition.

NOTE: You may also locate the desired requisition by clicking on the green **Requisition(s) Ready for Purchasing** box in the top of the screen, or by clicking on the green **Req** icon on the left side of the page.

Step 3: Converting the Requisition to a Bid



COMMBUYS

Search... Catalog Q Advanced

Open Market Requisition RQ-17-1080-OSD01-OSDEP-77734

Status: 188P - Ready for Purchasing

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Vendor Validation Warnings

No recommended vendor.
Item # 1, 2, No vendor, and there is no recommended vendor at header level.

Header Information

Requisition Number: RQ-17-1080-OSD01-OSDEP-77734	Short Description: construction	Status: 188P - Ready for Purchasing
Organization: Operational Services Division	Location: OSD01 - Congress St	Required By Date:
Department: OSD01 - Operational Services Division	Requisition Type: Open Market	Type Code:
Entered Date: 12/14/2016	Purchaser: Paul Martin	Fiscal Year: 2017
Requestor: Paul Martin	Contact Phone: (617)379-1525	Alternate ID:
Contact: Paul Martin	Print Format: Requisition Print	
Estimated Cost: \$0.00		
Solicitation Enabled: No		
Invoice Method: Three Way Match		
P-Card Default: No		
Ship-to Address: Accounts Payable 1 Ashburton Place Room 1017 Boston, MA 02108 US Email: cdp@productsupport@state.ma.us Phone: (617)379-7890	Bill-to Address: COMMBUYS 1 Ashburton Place Room 1017 Boston, MA 02108 US Email: cdp@productsupport@state.ma.us Phone: (617)379-7890 Alt. Reference: Paula Valente	

Special Instructions:

Attachments

Agency Files:

Agency Form:

Vendor Files:

Vendor Form:

Item Information

Approval Paths

There are no approval paths found for this requisition.

Approval Actions

Options: ☐ Disapprove

Comment:

Save & Exit

Convert to Bid Convert to PO Cancel Requisition Clone Requisition Print

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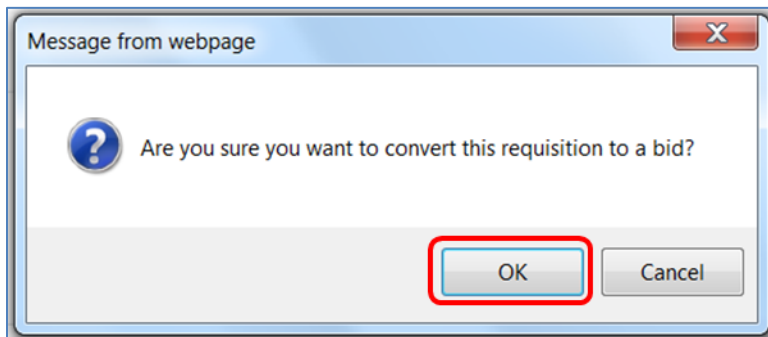
Current Org: Operational Services Division 22 | December 14, 2016 10:26:11 AM EST

The Requisition opens to the Summary tab. Scroll to the bottom of the page and click on the **Convert to Bid** button.

Job Aid:

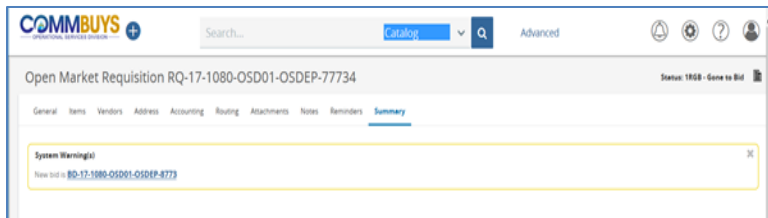
How to Create a World Trade Organization (WTO) Intent to Post

Step 4: Confirming the Conversion



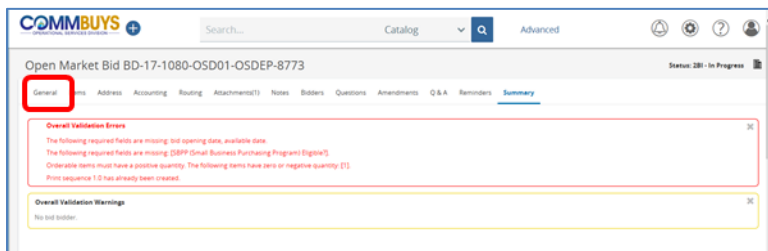
A pop up screen displays asking if you are sure about the conversion. If so, click on the **OK** button.

Step 5: Opening the Bid



The requisition re-displays with a status of Gone to Bid, and the yellow **System Warning(s)** box displays a blue hyperlink to the bid. Click on the blue hyperlink.

Step 6: Viewing the Bid Summary Page



The Bid Summary page displays with General Validation Errors identified in the red box, and General Validations Warnings identified in the yellow box. To begin resolving these, click on the **General** tab.



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Step 7: Completing the Bid General Tab

General Validation Errors
The following required fields are missing: bid opening date, available date.
The following required fields are missing: (SBPP (Small Business Purchasing Program) Eligible?)

Bid Number: BD-17-1080-OSD01-OSDEP-8773
Description: construction
Status: 281 - In Progress
Purchaser: Martin, Paul
How Solicited: Email
Type Code: 2017
Department: OSD01 - Operational Services Division
Fiscal Year: 2017
Location: OSDEP - Congress St
Organization: Operational Services Division
Show on Web: ☒
Required Date:
Available Date:
Bid Type: Open Bid
Control Code: Always
Print Detail: Open Market
Tax Rate:
Solicitation Enabled: No
Item Single Award Only: ☐
Info Contact: Contact Paul Martin at (617) 797-1125
Pre Bid Conference:
Bulletin Desc:
Quote Notification: ☐
SBPP (Small Business Purchasing Program) Eligible?:
See SBPP requirements and exceptions at www.mass.gov/sbpp
Date Last Updated: 12/14/2016 10:34:21 AM
User Last Updated: Paul Martin
Save & Continue
Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved
Current Org: Operational Services Division 22 | December 14, 2016 10:51:17 AM EST

The Bid screen opens to the General tab where any necessary updates can be made. Fields that require completion include:

- **Available Date:** Enter the date the bid (solicitation) is made available to vendors to submit quotes. Click the calendar icon to set the desired month, day, and time.
- **Bulletin Desc.:** Place the information about the product or service being sought in the bid into this field. **NOTE:** Do not add "announcement only" or other announcement-related information into this field, because the Bulletin Description cannot be amended after Bid publication.
- **SBPP (Small Business Purchasing Program) Eligible?:** Select "Yes" if up to \$150K or "No" if over \$150K or not applicable.
- **Description:** By default this field will include the information entered in the Short Description of the associated requisition. Revise this field to include the full bid title and, if applicable, the internal departmental document number (e.g. FAC76). **NOTE:** Do not add "announcement only" to the Bid title, because the Bid Description cannot be amended after bid publication.
- **Type Code:** Select one of the following:
 - NS (Non-statewide Solicitation)
 - SH (Historical Solicitation)
 - SS (Statewide Solicitation)
- **Bid Opening Date:** Enter the date the bid will close and quotes can be opened for viewing. Click on the calendar icon to set the desired month, day, and time. This date must be at least 40 days after the Bid Available date.

When complete, click on the **Save & Continue** button to save the information entered on both sides of the General tab.

Job Aid:

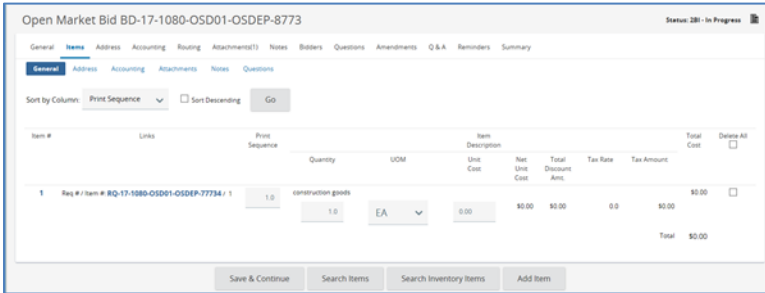
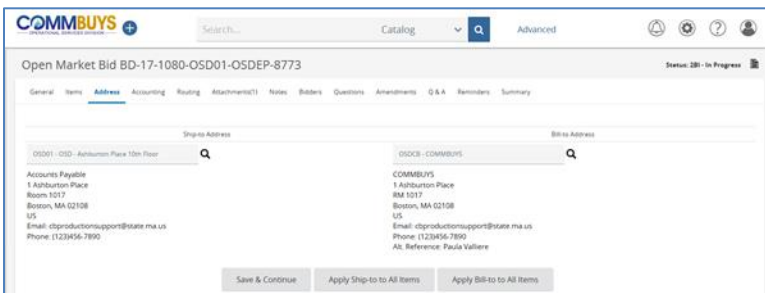
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Step 8: Reviewing the Items and Address Tabs

1. Click on the **Items** tab.
2. Review to ensure all items were imported from the Requisition.

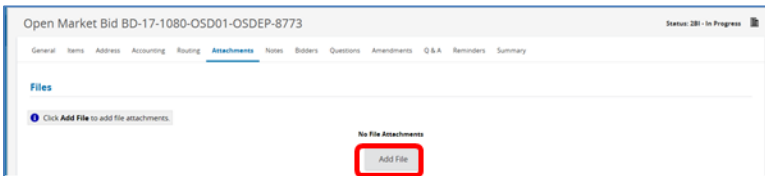
NOTE: Items may be amended once the full Bid materials are published.

3. Click on the **Address** tab and verify the Ship-to and Bill-to addresses.

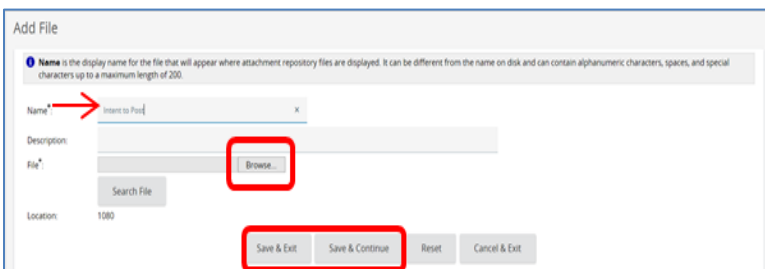
Step 9: Accessing the Attachments Tab

1. Click on the **Attachments** tab.
2. To add a file, click the **Add File** button.



Step 10: Adding Files

1. In the **Name** field enter "**Intent to Post**". The Description field is optional.
2. Click on the **Browse** button to select a file. **NOTE:** This button is called Choose File in Google Chrome.
3. You must select the **Intent to Post** file that includes the verbiage in Appendix 1 that is displayed at the end of this job aid.
4. To add any additional files, click on the **Save & Continue** button.
5. Repeat as necessary until all required documents are added.
6. After file upload is complete, click on the **Save & Exit** button.

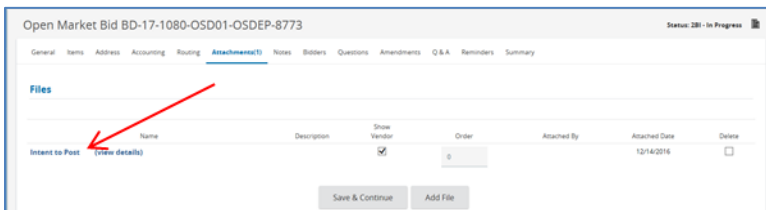


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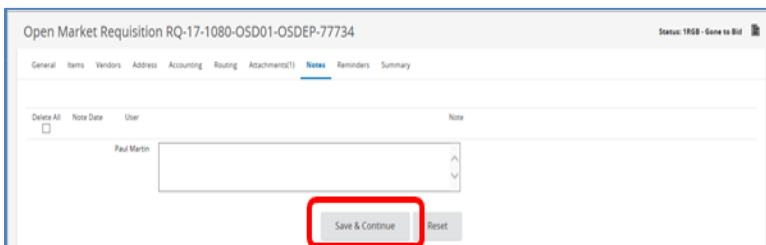
Step 11: Viewing the Attachment

The Attachment Tab page displays the attached file name after a file upload completes.



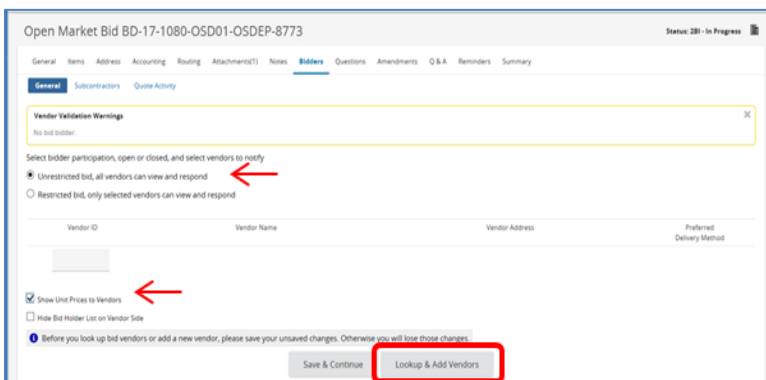
Step 12: Completing the Notes Tab

1. Click on the **Notes** tab.
2. Enter any desired notes pertaining to the bid. This is an internal note.
3. Click on the **Save & Continue** button when done.



Step 13: Completing the Bidders Tab

1. Click on the **Bidders** tab.
2. Bids that fall under the WTO requirement are open bids. Click on the **Unrestricted bid** radio button.
3. Click on the **Save & Continue** button.
4. If you want vendors to see your price, select the **Show Unit Prices to Vendors** checkbox, and ensure that the **Hide Bid Holder List on Vendor Side** checkbox is deselected.
5. To add Vendors to be notified of the bid via email, click on the **Lookup & Add Vendors** button.





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Step 14: Adding Vendors

1. Scroll to the bottom of the Lookup & Add Vendors screen.
2. Click on the **Find Vendors for All Commodity-EPPs on the Bid** button.

Lookup & Add Reference Vendors - Bid BD-17-1080-OSD01-OSDEP-8773

Vendor Lookup

Search Using: ALL of the criteria

Search Fields:

Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>
Vendor Tax ID	<input type="text"/>	Show <input type="checkbox"/> Vendor Legal Name	<input type="text"/>
Vendor Keyword	<input type="text"/>	Alternate ID	<input type="text"/>
ZIP Code	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>		
<input type="checkbox"/> Emergency Suppliers <input type="checkbox"/> Reference Vendor			
UNSPSC Segment-Family	<input type="text"/>		
UNSPSC Class	<input type="text"/>		
UNSPSC Keyword	<input type="text"/>		
Disadvantaged Business Enterprise	<input type="text"/>		
DOBE Category	<input type="text"/>		
DUNS Number	<input type="text"/>		
Environmentally Preferable Product	<input type="text"/>		
Lesbian, Gay, Bisexual and Transgender Owned Business Enterprise	<input type="text"/>		
Minority Owned Business Enterprise	<input type="text"/>		
Portuguese Owned Business Enterprise	<input type="text"/>		
Prompt Pay Discount	<input type="text"/>		
Are you interested in partnering as a Prime/Sub contractor?	<input type="text"/>		
Geographical Service Area in Massachusetts	<input type="text"/>		
Service Disabled Veteran Owned Business	<input type="text"/>		
Women Owned Business Enterprise	<input type="text"/>		
Business Structure	<input type="text"/>		
AGREEMENT AND TERMS OF USE FOR SELLERS	<input type="text"/>		
Business Type	<input type="text"/>		
Veteran Owned Business Enterprise	<input type="text"/>		
Women Non-profit Organization (W/NPO)	<input type="text"/>		
Program <input type="checkbox"/> Small Business Purchasing Program			

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

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Step 15: Selecting Vendors

1. To select vendors, click the checkbox in the **Select** column of the desired vendor row.

NOTE: If you would like to select all the vendors displayed on this page to receive email notification, select the checkbox at the top of the **Select** column.

Lookup & Add Reference Vendors - Bid BD-17-1080-OSD01-OSDEP-8773

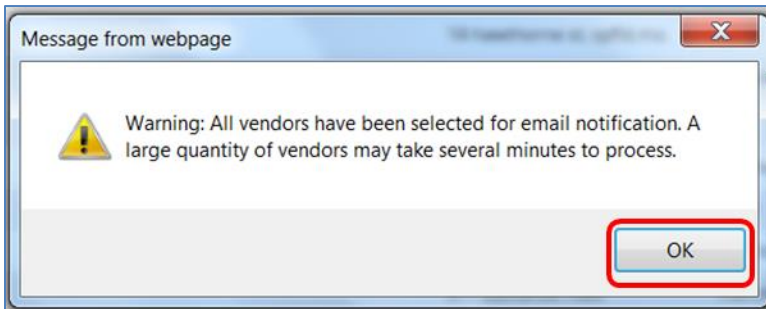
Vendor Lookup

1-25 of 145
1 2 3 4 5 6

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input checked="" type="checkbox"/>	00011348	A.J. Roberts Mechanical Company LLC				8 Shore Drive Suite 2B	Norfolk	MA	Anthony Roberts	(123456-7890)	No
<input checked="" type="checkbox"/>	00000364	A.R. Parris Industries, LLC				14 Barnack Rd.	South Easton	MA	Andrew Parris	(123456-7890)	No
<input checked="" type="checkbox"/>	00000316	Acmetech Inc.				33 Moulton Street	Cambridge	MA	Colleen Anderson	(123456-7890)	No
<input checked="" type="checkbox"/>	00000647	ADA Solutions, Inc.				10 Elizabeth Drive, Unit 5	Chelmsford	MA	Patrick Callahan	(123456-7890)	No
<input checked="" type="checkbox"/>	00009185	alignquon construction				14 Hawthorne St, spf@ma	spfd	MA	jimmy walker	(123456-7890)	No
<input checked="" type="checkbox"/>	00016957	Alligent, Inc.				470 Atlantic Avenue 4th Floor Boston	Boston	MA	Ty Hollins	(123456-7890)	No

Step 16: Saving the Vendors

1. If you have selected the checkbox at the top of the **Select** column, a popup message notifies that all vendors have been selected.
2. Click on the **OK** button.
3. Click on the **Save & Exit** button at the bottom of the screen to save your selections.





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Step 17: Selecting Additional Vendors

1. Repeat Step 13 to add additional vendors.

The Lookup & Add Vendors screen allows you to search for vendors by vendor characteristics such as vendor name and ID or by entering all relevant commodity codes to the notification list then clicking the **Find It** button.

2. Repeat Step 15 (mark check boxes) to select additional vendors.

Lookup & Add Reference Vendors - Bid BD-17-1080-OSD01-OSDEP-8773

Vendor Lookup

Search Using: ALL of the criteria

Search Fields:

Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>
Vendor Tax ID	<input type="text"/>	Show <input type="checkbox"/> Vendor Legal Name	<input type="text"/>
Vendor Keyword	<input type="text"/>	Alternate ID	<input type="text"/>
ZIP Code	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>		
<input type="checkbox"/> Emergency Suppliers <input type="checkbox"/> Reference Vendor			
UNSPSC Segment-Family	<input type="text"/>		
UNSPSC Class	<input type="text"/>		
UNSPSC Keyword	<input type="text"/>		
Disadvantaged Business Enterprise	<input type="text"/>		
DOBE Category	<input type="text"/>		
DUNS Number	<input type="text"/>		
Environmentally Preferable Product	<input type="text"/>		
Lesbian, Gay, Bisexual and Transgender Owned Business Enterprise	<input type="text"/>		
Minority Owned Business Enterprise	<input type="text"/>		
Portuguese Owned Business Enterprise	<input type="text"/>		
Prompt Pay Discount	<input type="text"/>		
Are you interested in partnering as a Prime/Sub contractor?	<input type="text"/>		
Geographical Service Area in Massachusetts	<input type="text"/>		
Service Disabled Veteran Owned Business	<input type="text"/>		
Women Owned Business Enterprise	<input type="text"/>		
Business Structure	<input type="text"/>		
AGREEMENT AND TERMS OF USE FOR SELLERS	<input type="text"/>		
Business Type	<input type="text"/>		
Veteran Owned Business Enterprise	<input type="text"/>		
Women Non-profit Organization (W/NPO)	<input type="text"/>		
Program <input type="checkbox"/> Small Business Purchasing Program			

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

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Job Aid:

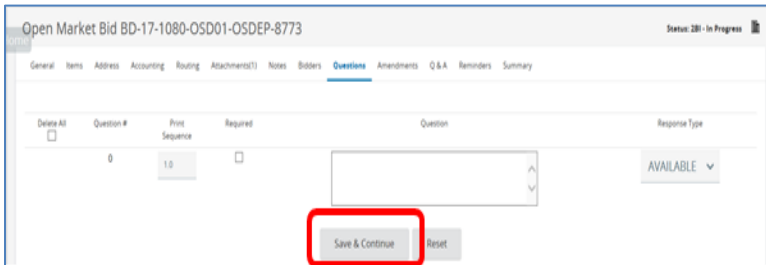
How to Create a World Trade Organization (WTO) Intent to Post

Step 18: Completing the Questions Tab

If desired, click on the **Questions** tab. If questions are added click on the **Save & Continue** button.

Note: It is recommended that questions be populated as an attachment at the time of publication of the full bid materials.

Note: The **Amendments** tab has no functionality until after the bid is posted. It is used only after bid is final and complete and the actual bid solicitation is attached.



Open Market Bid BD-17-1080-OSD01-OSDEP-8773

Status: 281 - In Progress

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

Delete All	Question #	Print Sequence	Required	Question	Response Type
<input type="checkbox"/>	0	1.0	<input type="checkbox"/>		AVAILABLE

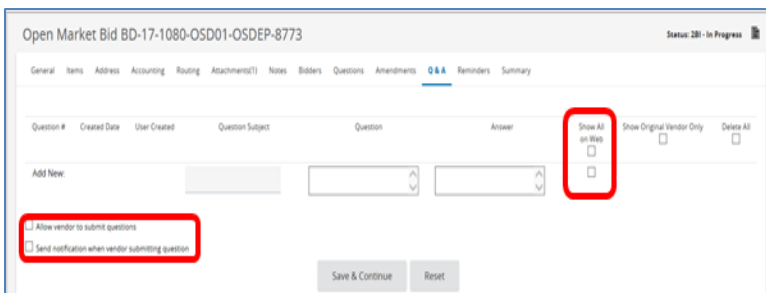
Save & Continue **Reset**

Step 19: Completing the Q&A Tab

1. Click on the **Q&A** tab. If a dialogue with the vendor is desired, select the **Allow vendor to submit questions** checkbox.

Recommendation: Don't enable the Q&A functionality until after the publication of the full Bid materials.

2. If you would like COMMBUYS to notify you when a vendor submits a question, select the **Send notification when vendor submitting question** checkbox.
3. If desired, you and/or the vendor can enter a **Question Subject** and **Question** into the respective fields, and the other party can respond in the **Answer** field.
4. If you wish to display the dialogue on the Web, select the **Show on Web** checkbox. The **Show Original Vendor Only** checkbox is available if appropriate.



Open Market Bid BD-17-1080-OSD01-OSDEP-8773

Status: 281 - In Progress

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

Question #	Created Date	User Created	Question Subject	Question	Answer	Show All on Web	Show Original Vendor Only	Delete All
Add New						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Allow vendor to submit questions

☐ Send notification when vendor submitting question

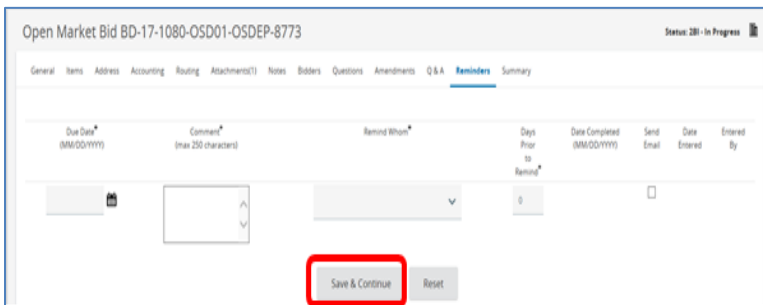
Save & Continue **Reset**

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Step 20: Completing the Reminders Tab

1. If desired, click the **Reminders** tab to send a reminder to yourself or another person internal to your organization.
2. Use the calendar icon in the **Due Date** field to select the date of the reminder then enter your reminder text in the **Comment** field.
3. Select yourself or another internal recipient in the drop-down menu next to the **Remind Whom** field.
4. If you would like to send a "tickler" or pre-notification in advance of the reminder, enter the number of days of the pre-notification in the **Days Prior to Reminder** field.
5. If you would like the reminder send via email, select the **Send Email** checkbox.
6. When complete, click the **Save & Continue** button.



Open Market Bid BD-17-1080-OSD01-OSDEP-8773

Status: 281 - In Progress

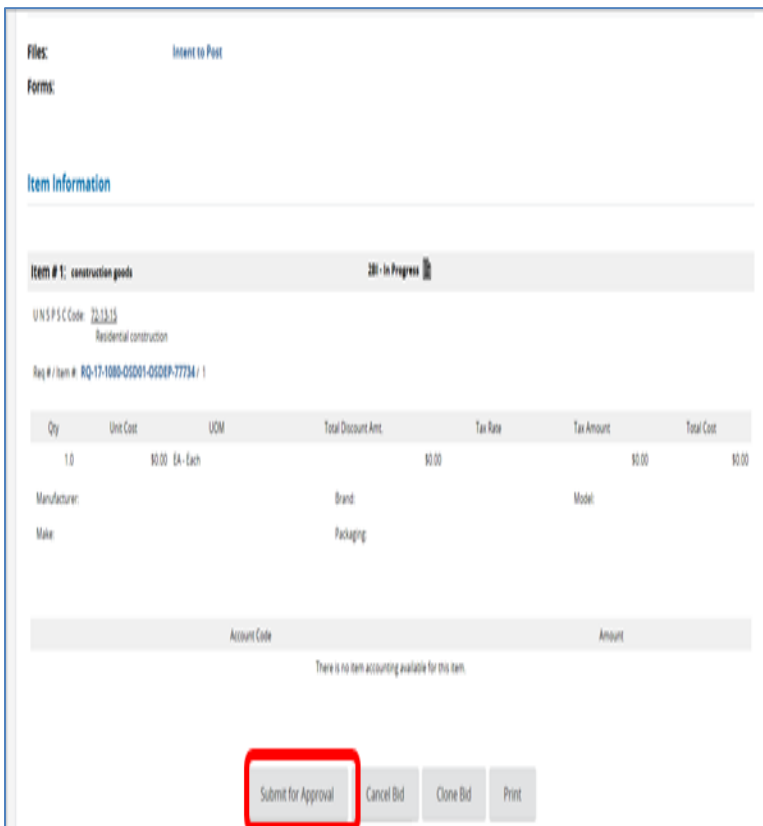
General Items Address Accounting Routing Attachments(?) Notes Bidders Questions Amendments Q & A **Reminders** Summary

Due Date* (MM/DD/YYYY) Comment* (max 250 characters) Remind Whom* Days Prior to Reminder* Send Email Date Entered Entered By

Save & Continue Reset

Step 21: Submitting for Approval

1. Click on the **Summary** tab to review the bid information.
2. Scroll to the bottom of the page and click the **Submit for Approval** button.



Files: Intent to Post

Forms:

Item Information

Item # 1: construction goods 281 - In Progress

UNSPSC Code: 721215 Residential construction

Req # / Item #: BQ-17-1080-OSD01-OSDEP-77734 / 1

Qty	Unit Cost	UCOM	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
1.0	\$0.00	EA - Each		\$0.00	\$0.00	\$0.00

Manufacturer: Brand: Model:

Make: Packaging:

Account Code Amount

There is no item accounting available for this item.

Submit for Approval Cancel Bid Clone Bid Print



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Step 22: Sending the Bid

The screenshot shows a form with fields for Manufacturer, Brand, Model, and Account Code. Below these fields, there is a section titled 'Pre-Bid Approval Path:' and another titled 'Send Bid Actions'. In the 'Send Bid Actions' section, there is a button labeled 'Send Bid' which is highlighted with a red rectangle.

Once the Bid has been approved, the status shows Ready to Send. Return to the Summary tab of the bid, scroll to the bottom of the page and click on the **Send Bid** button.

Step 23: Completing the Process

The screenshot shows a list of vendors and their contact information. At the bottom of the list, there is a button labeled 'OK' which is highlighted with a red rectangle.

Click on the **OK** button to complete the process. This will notify any vendor listed on the bid as well as post the bid on COMMBUYS for all vendors to search and quote. This also changes the bid status to **Sent**.

Step 24: Retrieving the Bid

The screenshot shows the COMMBUYS interface. On the left, there is a sidebar with icons for Documents, Regulations, Bid Solicitation, and Recent Documents. The 'Recent Documents' icon is highlighted with a red arrow. In the main area, there is a table titled 'Recent Documents' with columns for Document #, Title, Description, Status, and Last Modified. The first row of the table is highlighted with a red rectangle.

After posting the announcement, once the full bid information (e.g. the Request for Response document, final wording of the bid Items, questions for the Questions tab, etc.) is finalized and complete, select the bid from the Recent Documents box by clicking on the blue hyperlink or search by clicking on the Bid Solicitations (RFX) icon in the left column.

Step 25: Activating the Q&A Tab

The screenshot shows the 'Open Market Bid' page for bid BD-17-1080-OSD01-OSDEP-8773. The page has tabs for General, Items, Address, Accounting, Routing, Attachments, Notes, Bidders, Questions, Amendments, Q&A, Reminders, and Summary. The 'Q&A' tab is selected and highlighted with a red rectangle. Below the tabs, there is a table with columns for Question #, Created Date, User Created, Question Subject, Question, Answer, Show All on Web, Show Original Vendor Only, and Delete All. At the bottom, there are checkboxes for 'Allow vendor to submit questions' and 'Send notification when vendor submitting question', and buttons for 'Save & Continue' and 'Reset'.

If the **Q&A** functionality was not previously activated in Step 19, it can be activated at this time.

Job Aid:

How to Create a World Trade Organization (WTO) Intent to Post

Step 26: Creating a Bid Amendment

If an amended bid is required:

1. Click on the **Amendments** tab.
2. Click on the **Create Bid Amendment** button.

Step 27: Accessing the Items Tab

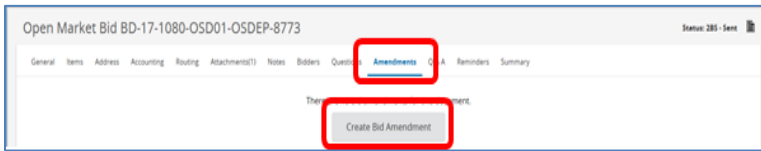
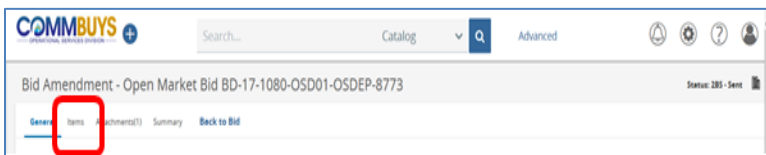
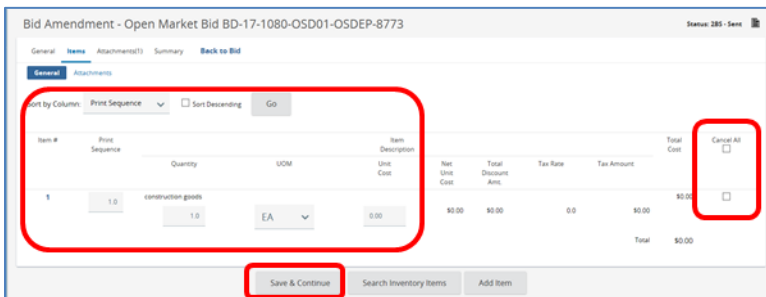
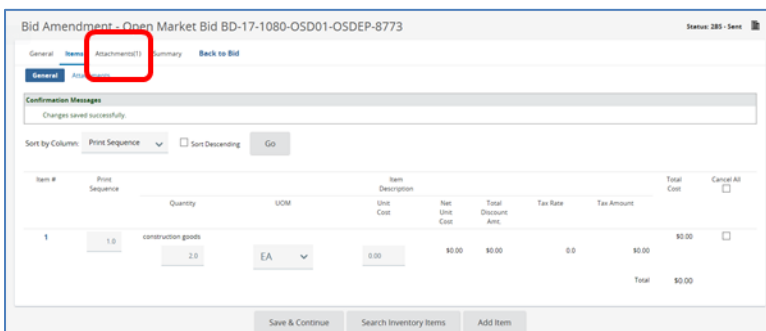
On the Bid Amendments screen click on the **Items** tab to modify the items.

Step 28: Amending Items

1. On the Items tab, you can amend the print sequence, quantity, unit of measure (UOM), unit cost, or cancel an item(s).
2. If you make changes, click on the **Save & Continue** button.

Step 29: Inserting Bid Amendment Attachments

On the Bid Amendments screen, click on the **Attachments** tab if you need to add an attachment. See Steps 9-11 on how to add an attachment.

Job Aid:

How to Create a World Trade Organization (WTO) Intent to Post

Step 30: Viewing the Bid Attachment

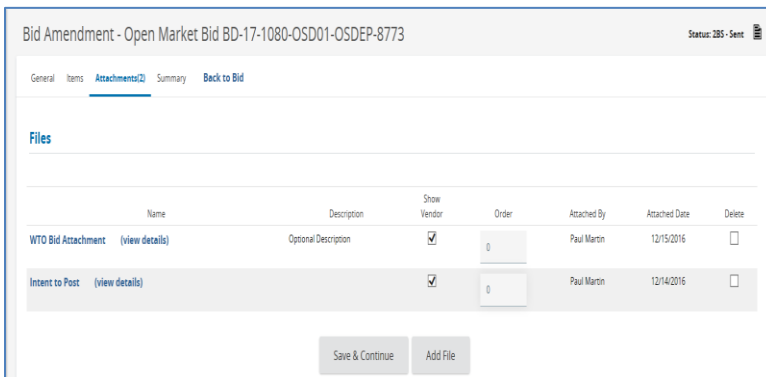
1. The Bid Amendment screen displays the addition of the complete bid solicitation attachment.
2. Repeat Steps 9-11 to attach the list of questions required from the vendor as part of the bid.

Step 31: Applying the Amendment

1. Click on the **Summary** tab to review the amended bid information, including the addition of the new attachment containing the completed final Bid information
2. Click on the **Apply Bid Amendment** button.

This will notify any vendor listed on the bid of the amendment, as well as post it on COMMBUYS for all vendors to search and quote against.

3. These vendor names display as email recipients. Click on the **OK** button.



Bid Amendment - Open Market Bid BD-17-1080-OSD01-OSDEP-8773

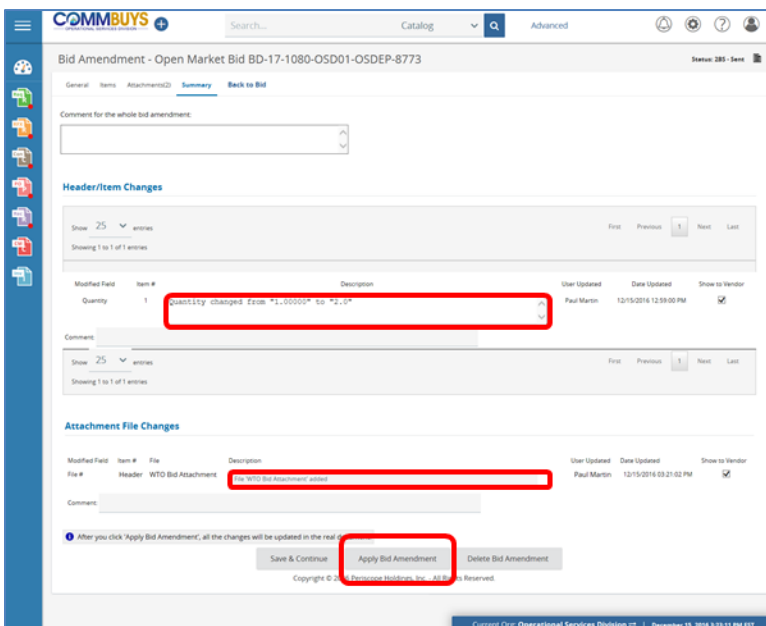
Status: 285 - Sent

General Items **Attachments(2)** Summary Back to Bid

Files

Name	Description	Show Vendor	Order	Attached By	Attached Date	Delete
WTO Bid Attachment (view details)	Optional Description	<input checked="" type="checkbox"/>	0	Paul Martin	12/15/2016	<input type="checkbox"/>
Intent to Post (view details)		<input checked="" type="checkbox"/>	0	Paul Martin	12/14/2016	<input type="checkbox"/>

Save & Continue Add File



COMMBUYS Bid Amendment - Open Market Bid BD-17-1080-OSD01-OSDEP-8773

Status: 285 - Sent

General Items Attachments(2) **Summary** Back to Bid

Comment for the whole bid amendment:

Header/Item Changes

Modified Field	Item #	Description	User Updated	Date Updated	Show to Vendor
Quantity	1	Quantity changed from "1.00000" to "2.0"	Paul Martin	12/15/2016 12:59:00 PM	<input checked="" type="checkbox"/>

Attachment File Changes

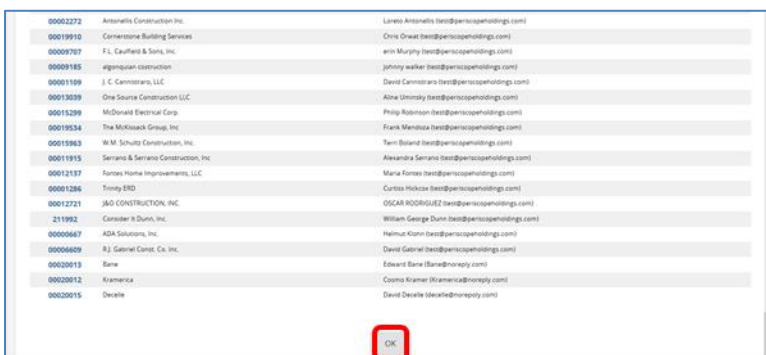
Modified Field	Item #	File	Description	User Updated	Date Updated	Show to Vendor
File #	Header	WTO Bid Attachment	File "WTO Bid Attachment" added	Paul Martin	12/15/2016 03:21:02 PM	<input checked="" type="checkbox"/>

After you click 'Apply Bid Amendment', all the changes will be updated in the real time.

Save & Continue **Apply Bid Amendment** Delete Bid Amendment

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Current Org: Operational Services Division 07 | December 15, 2016 3:23:11 PM EST



00002272	Antonelli Construction Inc.	Loretta.Antonelli@percipenholdings.com
00019910	Carriescorp Building Services	Chris.Oswat@percipenholdings.com
0000707	F.L. Caulfield & Sons, Inc.	eric.Murphy@percipenholdings.com
0000185	algonquin construction	johnny.walker@percipenholdings.com
00001109	J. C. Cannistraro, LLC	David.Cannistraro@percipenholdings.com
00013039	One Source Construction LLC	Aime.Urnsky@percipenholdings.com
00011289	McDonald Electric Corp.	Philip.Robinson@percipenholdings.com
00019534	The Mulack Group, Inc.	Frank.Wendusa@percipenholdings.com
00019863	W.M. Schultz Construction, Inc.	Terri.Boraw@percipenholdings.com
00019515	Servpro & Service Construction, Inc.	Alexandra.Servpro@percipenholdings.com
00012137	Korvus Home Improvements, LLC	Maria.Korvus@percipenholdings.com
00001266	Tony EBD	Curtis.Holmes@percipenholdings.com
00012721	JAO CONSTRUCTION, INC.	OSCAR.RODRIGUEZ@percipenholdings.com
211992	Consider 9 Duns, Inc.	William.George.Dunn@percipenholdings.com
00000667	ADA Solutions, Inc.	Helmuth.Klohn@percipenholdings.com
00000609	R.J. Gabriel Const. Co. Inc.	David.Gabriel@percipenholdings.com
00020013	Bane	Edward.Bane@banemorepay.com
00020012	Kyamerica	Cosmo.Kramer@kyamerica@morepay.com
00020015	Devate	David.Devate@devate@morepay.com

OK

Step 32: Viewing the Amendment

The **Summary** screen displays the Bid amendment(s) and the Bid status remains as "Sent".



Amendment #	Amendment Date	Amendment Note
1	12/15/2016 03:26:36 PM	Item 1.1 Quantity changed from "1.00000" to "2.0". Attachment File Changes Header 1. File "WTO Bid Attachment". File "WTO Bid Attachment" added.



Job Aid:

How to Create a World Trade Organization (WTO) Intent to Post

APPENDIX 1

World Trade Organization (WTO) Intent to Post Notice

Instructions: To create a WTO posting, Departments must create a Bid record with the full bid title in the Description field. The Description field cannot be amended once the Bid is posted, so the Description field should not contain the words “announcement only.” An attachment with the file name “IntentToPost” and the following content (with appropriate customization) must be attached to the Bid.

This is an announcement only. [Department Name] of the Commonwealth of Massachusetts intends to post a Bid for [scope description] and to require online Quote submission via COMMBUYS. Please do not contact the Purchaser with questions about the anticipated Bid. Bidders are solely responsible to monitor this site for amendments to this announcement, if any, and for the complete Bid posting, if any. Bidders may monitor the site through publicly accessible search and browse tools, or through COMMBUYS email notification and record tracking tools by ensuring the commodity codes associated with this record are included in the commodity codes section of their COMMBUYS profile. Bidders may elect to subscribe to COMMBUYS immediately or wait until they have reviewed the complete Bid posting including the RFR and its amendments, if any. Bidders who elect to establish a COMMBUYS account must select the Register button on www.commbuys.com and complete the online subscription process.